

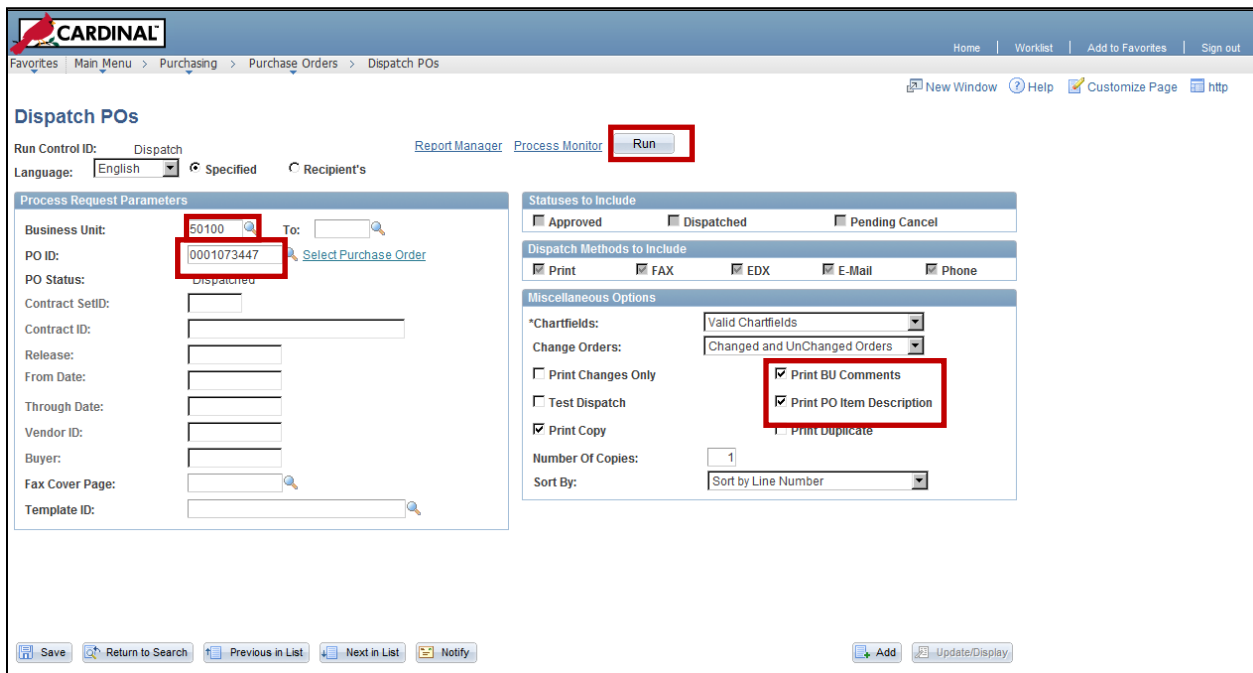
About Purchase Order Print:

Users with the role of Buyer have the ability to print and dispatch purchase orders for the record. Users without this role are not able to print purchase orders.

Note: A PO must be in **Dispatched** Status in order to have the Buyer **Authorized** Signature block available on a PO.

Dispatch a Purchase Order**Pages 1 - 4****Print a Purchase Order****Pages 5 - 6****Dispatch a Purchase Order**

- 1 Navigate to **Main Menu > Purchasing > Purchase Orders > Dispatch Pos.**
- 2 Create or use a **Run Control ID** that is already available.

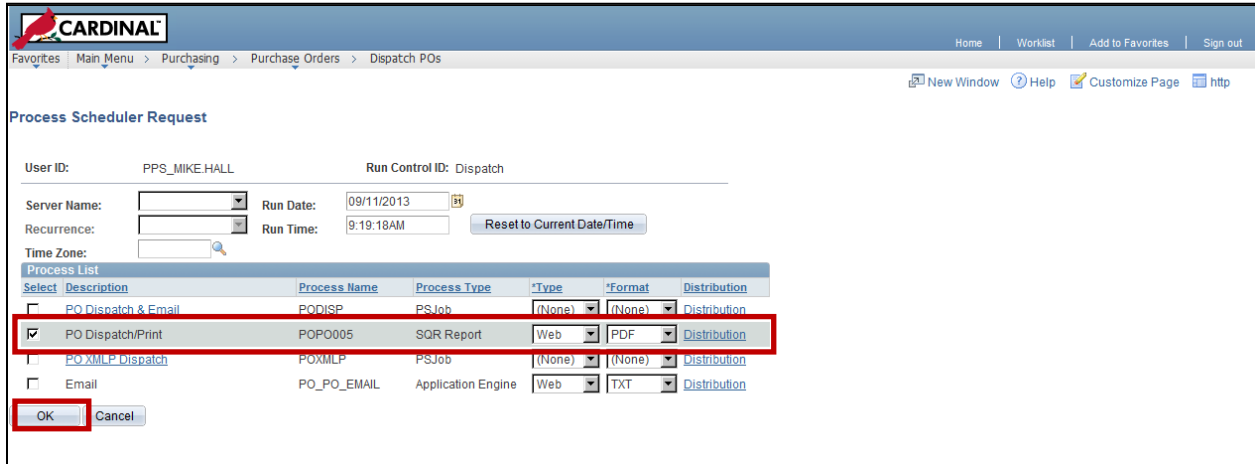


The screenshot shows the 'Dispatch POs' form in the CARDINAL system. The form is divided into several sections:

- Run Control ID:** Set to 'Dispatch'. A 'Run' button is highlighted with a red box.
- Language:** Set to 'English'. Radio buttons for 'Specified' and 'Recipient's' are present.
- Process Request Parameters:**
 - Business Unit:** 50100 (highlighted with a red box).
 - PO ID:** 0001073447 (highlighted with a red box). A 'Select Purchase Order' link is next to it.
 - PO Status:** Dispatched.
 - Contract SetID:** (empty)
 - Contract ID:** (empty)
 - Release:** (empty)
 - From Date:** (empty)
 - Through Date:** (empty)
 - Vendor ID:** (empty)
 - Buyer:** (empty)
 - Fax Cover Page:** (empty)
 - Template ID:** (empty)
- Statuses to Include:** Checkboxes for 'Approved', 'Dispatched', and 'Pending Cancel'.
- Dispatch Methods to Include:** Checkboxes for 'Print', 'FAX', 'EDX', 'E-Mail', and 'Phone'.
- Miscellaneous Options:**
 - *Chartfields:** Valid Chartfields.
 - Change Orders:** Changed and UnChanged Orders.
 - Print Changes Only:** (unchecked).
 - Test Dispatch:** (unchecked).
 - Print Copy:** (checked).
 - Number Of Copies:** 1.
 - Sort By:** Sort by Line Number.
 - Print BU Comments:** (checked, highlighted with a red box).
 - Print PO Item Description:** (checked, highlighted with a red box).
 - Print Duplicate:** (unchecked).

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

- 3 Enter **Business Unit:** 50100.
- 4 Enter a selected **PO ID #**.
- 5 Check boxes as shown to ensure PO comments will display.
- 6 Click **Run**.



Process Scheduler Request

User ID: PPS_MIKE.HALL Run Control ID: Dispatch

Server Name: Run Date: 09/11/2013
 Recurrence: Run Time: 9:19:18AM
 Time Zone: [Search]

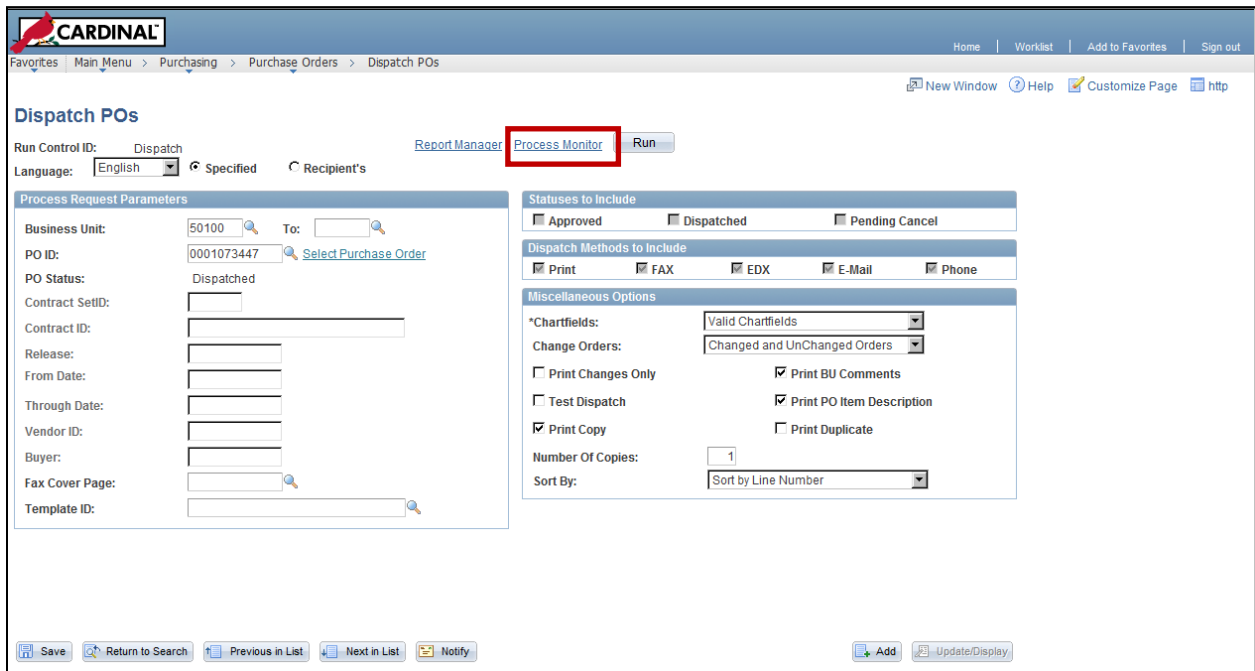
Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PO Dispatch & Email	PODISP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	PO XMLP Dispatch	POXMLP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Email	PO_PO_EMAIL	Application Engine	Web	TXT	Distribution

OK Cancel

7 Check **PO Dispatch/Print** and ensure that the **Format** is **PDF**.

8 Click **OK**.



Dispatch POs

Run Control ID: Dispatch
 Language: English Specified Recipient's
 Report Manager **Process Monitor** Run

Process Request Parameters	
Business Unit:	50100 To: [Search]
PO ID:	0001073447 Select Purchase Order
PO Status:	Dispatched
Contract SetID:	[Search]
Contract ID:	[Search]
Release:	[Search]
From Date:	[Search]
Through Date:	[Search]
Vendor ID:	[Search]
Buyer:	[Search]
Fax Cover Page:	[Search]
Template ID:	[Search]

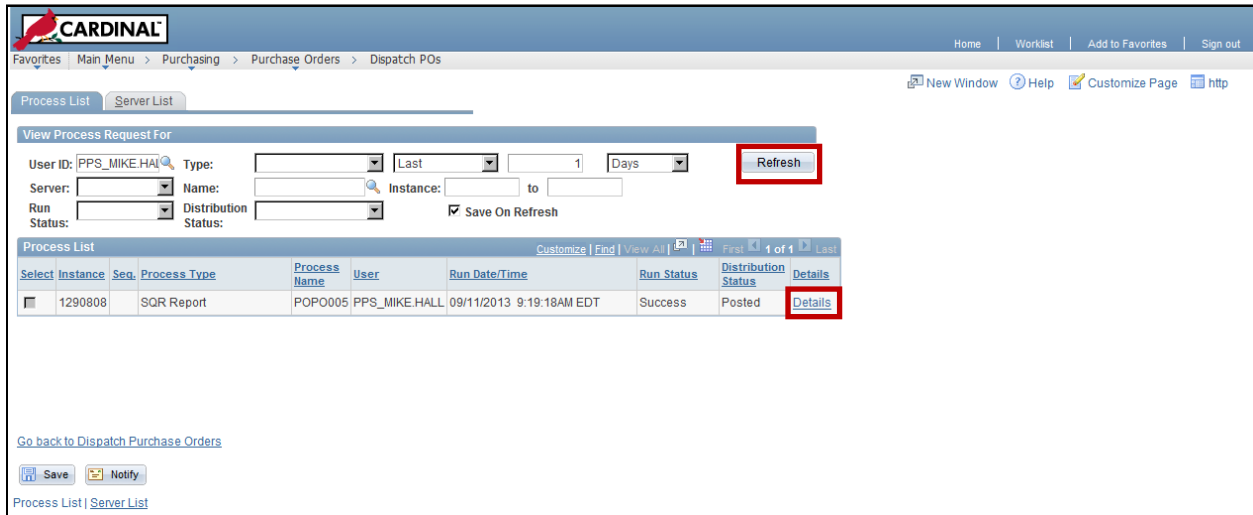
Statuses to Include	
<input type="checkbox"/> Approved	<input type="checkbox"/> Dispatched
<input type="checkbox"/> Pending Cancel	

Dispatch Methods to Include	
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> FAX
<input checked="" type="checkbox"/> EDX	<input checked="" type="checkbox"/> E-Mail
<input checked="" type="checkbox"/> Phone	

Miscellaneous Options	
*Chartfields:	Valid Chartfields
Change Orders:	Changed and Unchanged Orders
<input type="checkbox"/> Print Changes Only	<input checked="" type="checkbox"/> Print BU Comments
<input type="checkbox"/> Test Dispatch	<input checked="" type="checkbox"/> Print PO Item Description
<input checked="" type="checkbox"/> Print Copy	<input type="checkbox"/> Print Duplicate
Number Of Copies:	1
Sort By:	Sort by Line Number

Save Return to Search Previous in List Next in List Notify Add Update/Display

9 Click the **Process Monitor** hyperlink.



Process List | Server List

View Process Request For

User ID: PPS_MIKE.HALL Type: [Dropdown] Last [Dropdown] 1 Days [Dropdown] **Refresh**

Server: [Dropdown] Name: [Text] Instance: [Text] to [Text]

Run Status: [Dropdown] Distribution Status: [Dropdown] ☒ Save On Refresh

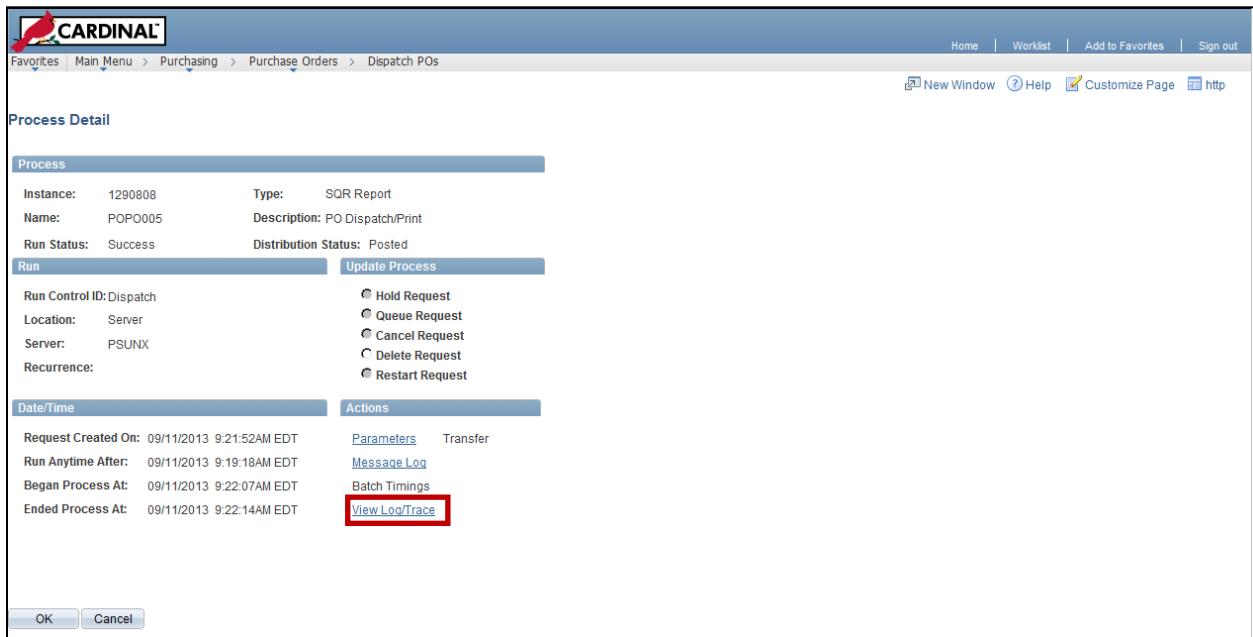
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1290808		SQR Report	POPO005	PPS_MIKE.HALL	09/11/2013 9:19:18AM EDT	Success	Posted	Details

Go back to [Dispatch Purchase Orders](#)

Process List | [Server List](#)

10 Click **Refresh** until **Run Status** is **Success** and **Distribution Status** is **Posted**.

11 Click **Details** hyperlink.



Process Detail

Process

Instance: 1290808 Type: SQR Report

Name: POPO005 Description: PO Dispatch/Print

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: Dispatch

Location: Server

Server: PSUNX

Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time Actions

Request Created On: 09/11/2013 9:21:52AM EDT [Parameters](#) Transfer

Run Anytime After: 09/11/2013 9:19:18AM EDT [Message Log](#)

Began Process At: 09/11/2013 9:22:07AM EDT [Batch Timings](#)

Ended Process At: 09/11/2013 9:22:14AM EDT **[View Log/Trace](#)**

12 Click **View Log/Trace** hyperlink.



View Log/Trace

Report

Report ID: 4679564 Process Instance: 1290808 [Message Log](#)

Name: POPO005 Process Type: SQR Report

Run Status: Success

PO Dispatch/Print

Distribution Details

Distribution Node: findev Expiration Date: 10/11/2013

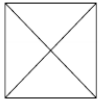
File List

Name	File Size (bytes)	Datetime Created
POPO005_1290808.PDF	1,841	09/11/2013 9:22:14.737700AM EDT
POPO005_1290808.PDF	6,536	09/11/2013 9:22:14.737700AM EDT
POPO005_1290808.PDF	138	09/11/2013 9:22:14.737700AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_MIKE HALL

13 Click on PDF file.



VA Dept of Transportation
VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States

Vendor: 0000033049
American Infrastructure
301 Concourse Blvd
Suite 300
VA10053944
EVAAD24169
Glen Allen VA 23059

Purchase Order

Dispatch via Print

Purchase Order	Date	Revision	Page
50100-0001073447	05/01/2013		1

Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	Common

Buyer	Phone	Currency
Hall, Mike (VDOT)	804/662-9613	USD

Ship To: CNTRL OF1
VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States

Bill To: VDOT Central Office
1221 E. Broad St.
Richmond VA 23219
United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	7,655,542.0000	7,655,542.00	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0		Category Line: 0	Release: 1	
2- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	382,777.1000	382,777.10	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0		Category Line: 0	Release: 2	
3- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	-382,777.1000	-382,777.10	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0		Category Line: 0	Release: 3	

This is a CONFIRMING purchase order for Contract number R000103031N01 DO NOT DUPLICATE

Total PO Amount 7,655,542.00

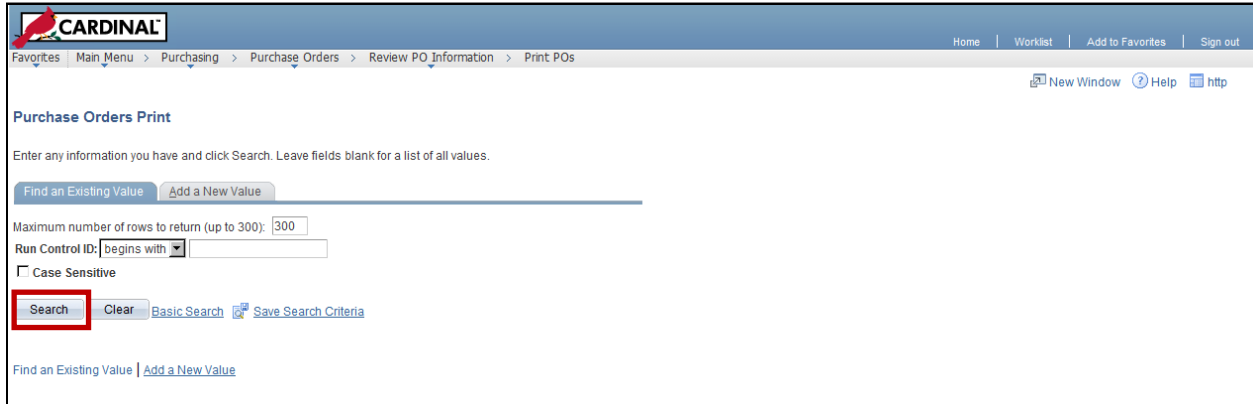
eVA TERMS and CONDITIONS
This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Authorized Signature

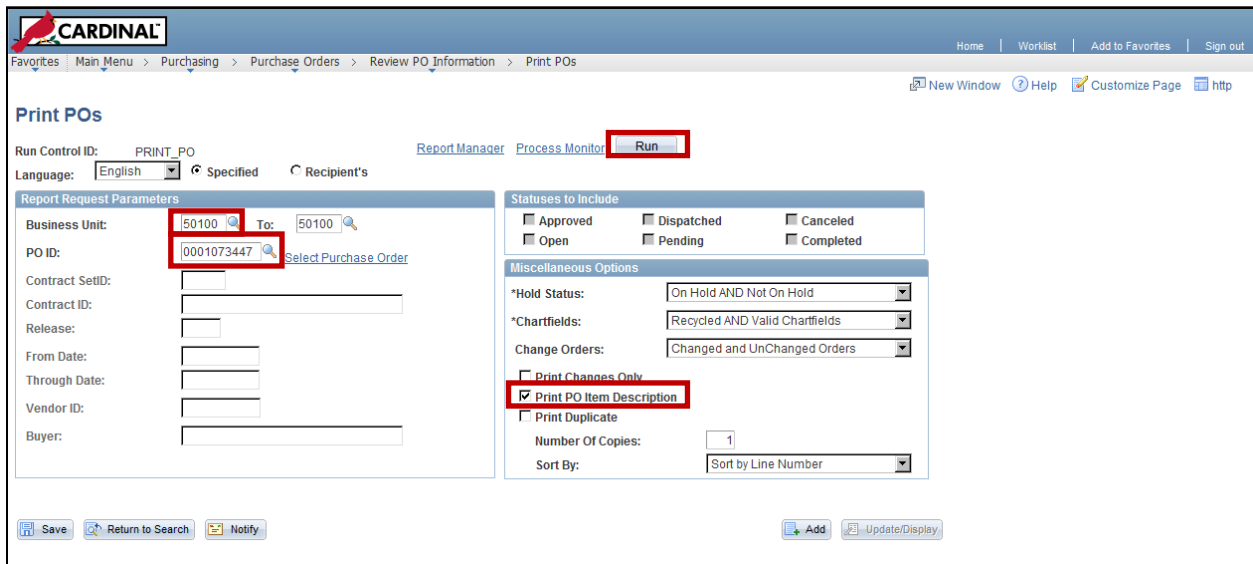
14 The PO is available for signature and print.

Print a Purchase Order

15 Navigate to: **Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs**



16 Click **Search**, to find a run control.



17 Enter **Business Unit:** 50100.

18 Enter a selected **PO ID #**.

19 Check boxes as shown to ensure PO comments will display.

20 Click **Run**.

Process Scheduler Request

User ID: PPS_MIKE.HALL Run Control ID: PRINT_PO

Server Name: Run Date: 09/11/2013

Recurrence: Run Time: 10:47:22AM


Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution

21 Check **Process PO Dispatch/Print**.

22 Click **OK**.

23 Repeat Steps **9** through **13** above.



VA Dept of Transportation
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 United States

Vendor: 0000033049
 American Infrastructure
 301 Concourse Blvd
 Suite 300
 VA10053944
 EVAAD24169
 Glen Allen VA 23059

Purchase Order

Dispatch via Print

Purchase Order	Date	Revision	Page
50100-0001073447	05/01/2013		1

Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest	Common

Buyer	Phone	Currency
Hall, Mike (VDOT)	804/662-9613	USD

Ship To: CNTRL OF1
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 United States

Bill To: VDOT Central Office
 1221 E. Broad St.
 Richmond VA 23219
 United States

Tax Exempt? Y **Tax Exempt ID:** 546001730 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	7,655,542.0000	7,655,542.00	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0			0 Release: 1	
2- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	382,777.1000	382,777.10	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0			0 Release: 2	
3- 1	I-95 SB - MILL & OVERLAY WITH		1.00	HUR	-382,777.1000	-382,777.10	05/01/2013
	Contract ID: R000103031N01	Version 1	Contract Line: 0			0 Release: 3	

This is a CONFIRMING purchase order for Contract number R000103031N01 DO NOT DUPLICATE

Total PO Amount 7,655,542.00

eVA TERMS and CONDITIONS
 This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Unauthorized

24 The PO (copy) is available for printing.